

Vermont Department of Environmental Conservation Solid Waste Management Facility Quarterly Report

INSTRUCTIONS

Facility certifications for solid waste management facilities include a requirement that the permittee furnish the Solid Waste Management Program (SWM Program) with quarterly reports or annual reports concerning the types, amounts and sources of solid wastes, recyclables, and compostable materials received at their facilities. Check your certification for the required reporting frequency.

Facilities Required To Report Quarterly: Some facilities are required to report each calendar quarter period (January 1 - March 31; April 1 - June 30; July 1 - September 30; October 1 - December 31) with submittal of the report due by the end of the month following the calendar quarter (January 31, April 30, July 31, and September 30). These include solid waste disposal facilities, transfer stations, recycling facilities and composting facilities which have been issued full certification.

Facilities Required To Report Annually: – Some facilities are only required to report annually with submittal of the report due by January 20th for the preceding calendar year. These include recycling, composting and disposal facilities which have been issued categorical certification.

NOTE: Review the facility certification to determine whether there are requirements for other information/reports to be submitted with the quarterly reports.

Filling out the report: Fill out and submit only the applicable reports for all solid waste management components located at the facility. Report the quantity of waste in weight (tons) only. Conversions from volume or number of units to tons are provided for materials to be recycled or composted.

The reports are structured to provide one report for the entire calendar year. For facilities which are required to report quarterly, update the report with data for each quarter and submit the updated report by the required quarterly deadline during the year. Please provide annual totals when submitting the final report which includes the fourth quarter.

Report forms and Solid Waste Franchise Tax Forms are available at:
www.anr.state.vt.us/dec/wastediv/solid/permit.htm

Solid Waste Franchise Tax Forms are also available at: <http://www.state.vt.us/tax/formsmisc.shtml>

TABLE 1 - Waste To Be Disposed, Incinerated or Otherwise Treated:

NOTE: There are separate Table 1 reports for Vermont Landfills and Transfer Stations.

TABLE 1A-VT & Table 1A-OS – Solid Waste Disposed:

- Report information on waste to be disposed, incinerated or otherwise treated in Table 1. Provide notes or clarifications, as needed.
- Enter the tons of Vermont waste accepted by each waste type in Table 1A-VT. Use Table 1A-OS for waste accepted at this facility from another state or province. Please note that if waste is received from other states, it must meet requirements in the facility certification in order to be legally disposed in a Vermont landfill.
- For each waste type, provide tons for each destination. You may add additional rows for a waste type so that tons can be provided for each destination. List the name of the destination for waste

transferred from this facility.

- Sum the totals for all waste in the grand total box for each quarter and for each waste type by destination for the full year.
- **Solid Waste Franchise Tax Requirement:** Franchise Tax Return requirements are addressed on the cover sheet of the quarterly report form. As required by Vermont Law (32 VSA §5951 - 5954), a return is required for Vermont landfills and for transfer stations which have waste shipped to an incinerator, other treatment facility or a disposal facility in another state. See page 1 of Table 1 for information on facilities subject to the solid waste franchise tax.

TABLE 1B - Waste Used In A Landfill:

- Report information on any waste received by this facility or transferred for use in a Vermont or out-of-state landfill in Table 1B. Provide the types of solid waste, the name of the landfill, the uses in the landfill, and amount (tons).
- Sum the totals for all waste in the grand total box for each quarter and for each waste type by destination for the full year.
- Note that ANR approval is required prior to the use of any waste in a Vermont landfill. Refer to ANR Solid Waste Program Policy titled *Applicability of Vermont Solid Waste Tax To Wastes Used in Landfills, November 15, 1999* for procedures to be followed when deducting these wastes from the tonnage for which the Vermont Franchise Tax is paid.

TABLE 1C - Municipalities Served:

Report each municipality (town or city, including your own) or Solid Waste District/Alliance served by the facility and the corresponding weight of municipal solid waste (MSW), and/or other waste received and transferred for incineration, disposal or use in a landfill in Table 1C. Attach a list if necessary.

TABLE 1D - Leachate Collection System:

If leachate is collected at this facility, report the number of gallons of leachate collected from each tank located at this facility and where the leachate was transported to for treatment or disposal in Table 1D.

TABLE 2 - Materials Processed & Stored For Recycling:

- Report the amount (tons) of Vermont materials accepted for recycling in Table 2. Enter the tons of Vermont waste accepted by each material type in Table 1A-VT. Use Table 2-OS for materials accepted at this facility from another state or province. If the weight for a material is not known, record the estimated volume or number of items and convert to tons using the multiplier.
- Report the name of the destination for materials transferred from this facility for recycling. This information will aid in obtaining a more accurate state-wide diversion rate and to evaluate where recyclable materials are transferred to.
- If required to submit quarterly reports, sum the totals for all waste in the grand total box for each quarter and for each waste type by destination for the full year.
- If required to submit annual reports, provide the total for each waste by destination for the full year.

TABLE 3 - Materials Collected For Composting:

- Report the amount (tons) of materials accepted for composting in Table 3. If you don't have the weight for a material, record the estimated volume or number of items and convert the amount to tons using the multiplier. Use the area below the table to provide any notes or clarification.
- Report the amount of materials accepted by each material type, distinguishing between materials generated on site, generated off site in Vermont, or generated in another state. List other states of origin in the unused column. Identify where these materials are composted and how the final product is used.

Submitting Completed Reports/Questions: If you have any questions or need additional information or forms, contact the Certification & Compliance Section at 802-241-3445. Completed reports should be mailed to:

**Cathy A. Stacy, Certification & Compliance Section
Solid Waste Management Program
103 South Main Street
Waterbury, VT 05671-0404**